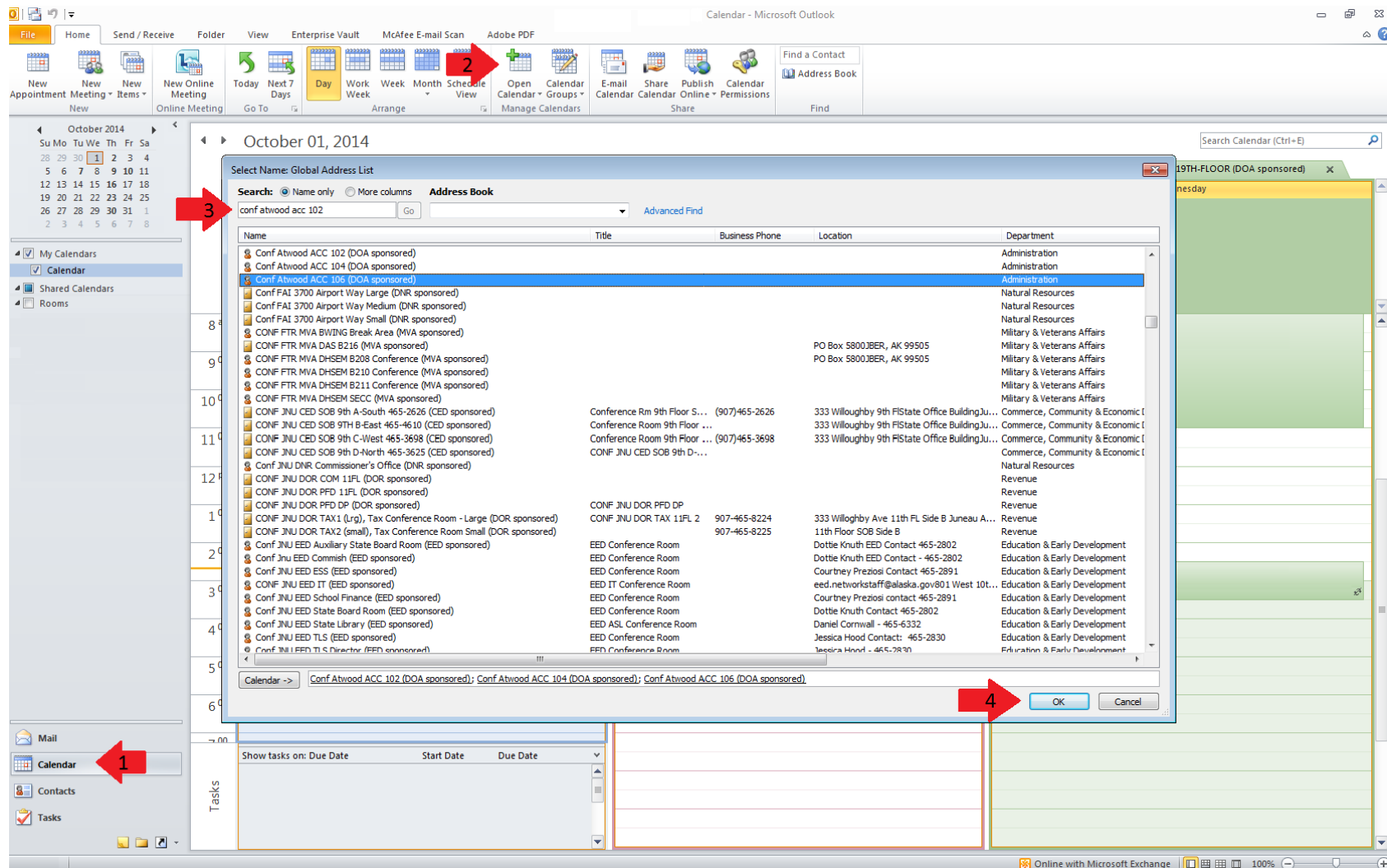


CHECK THE CALENDAR FOR AVAILABILITY

To add a calendar to outlook:

- Switch to the "Calendar" view in your Outlook client
- Select the option to "Open Calendar" and then "From Address Book..."
- In the search field enter the following calendar titles:
 - Conf Atwood ACC 102
 - Conf Atwood ACC 104
 - Conf Atwood ACC 106
 - Vidconf-anc-atwood-12th floor
- Click "OK"
- This should provide you a list of the available resources, "Shared Calendars" from which to select the particular one you require.



COMPLETE THE USAGE REQUEST FORM

If the conference center appears to have availability, download the <http://doa.alaska.gov/dgs/facilities/docs/ACC-Event-Request-Form.pdf> Atwood Conference Center Event Request Form and fill it out as instructed.

Please note that events will not be scheduled more than 6 months in advance unless there are special circumstances.

SUBMIT FORM TO ATWOOD BUILDING MANAGEMENT

Email the completed form to Atwood Building Management at accscheduling@alaska.gov